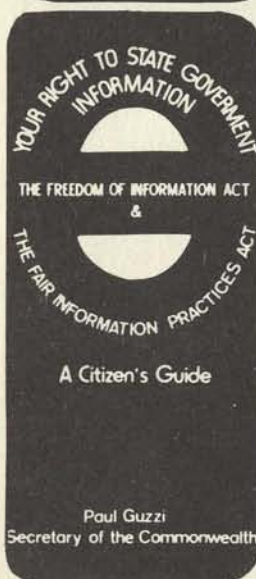


State Library of Massachusetts
State House, Boston

[illegible]

ASSETS	
CURRENT ASSETS	\$
Cash	
Notes and accounts receivable	
Less reserves of \$	
Marketable securities	
Inventories	
Prepaid expenses	
Other current assets	
TOTAL CURRENT ASSETS	



**ELECTORS OF PRESIDENT
AND VICE PRESIDENT.**

To vote for Members of President and Vice President under
the name of the Electing Party, insert in the right of each Party
Name, write a Cross (X) in the Square at the right of each Party
Name or Political Designation.

X

Vote for ONE

ANDERSON and SHACKELFORD	American
CAMEJO and WEIN	Seafarer Workers Party
CARTER and MOONALE	Democratic
FORD and DOLE	Republican
LaRouche, Jr. and EVANS	U. S. Labor
McCARTHY and STOFFER	Independent



ANNUAL REPORT 1976

**A REPORT FROM
PAUL GUZZI,
SECRETARY OF THE
COMMONWEALTH...**

MESSAGE FROM PAUL GUZZI

1976. What a year it was!

It was the year the Tall Ships sailed into Boston Harbor; the year 600,000 people massed on the Esplanade to hear the Boston Pops and watch the July 4th fireworks; and the year the Patriots almost made it to the Super Bowl.

MR
353.91M3
S44T
1976

Serial

MR
353.91M3
5445
1976

Finally, we participated in a series of open meetings on the referenda questions that were held across the state.

The results showed up in the November election figures: almost 2.6 million people voted, a record turnout; the number of voters who blanked the ballot questions was cut by 50%. People were not apathetic. They wanted to participate. All they asked for was information that they could understand and trust.

RUNNING ELECTIONS

1976 was an election year. On a snowy March 2nd, Massachusetts voters turned out in record numbers to start the long process of choosing a President. It was the first time that this state participated in a regional New England Presidential Primary; the first time that New England voters were able to vote on the same day; the first time they could present their shared concerns in the common language that Presidential candidates understand: votes.

The State Primary followed the Presidential Primary on September 14. Close to 1,000 candidates filed papers for various state-wide offices. And a new political party, the American party, appeared on the ballot for the first time.

On November 2nd, voters were asked to choose a new President. But they were also asked to decide on nine controversial referenda questions, questions with major social, economic and environmental impact. People asked hard questions; they raised their voices; they were concerned and they voted in high numbers. It was the kind of year we had hoped for.

MAKING PUBLICATIONS AVAILABLE

Sometimes getting information on government is difficult. It shouldn't be. But it is. That is why we started the toll-free telephone service, Citizen Information Service, last year. And that is why we added a new service this year, the State Bookstore.

The Bookstore opened in 1976. We wanted to make it possible for people to come to one place for all state publications. So we converted the Public Documents Division into a Bookstore. The Bookstore serves as a clearing house for over 1200 state publications. And, as in any bookstore, the public is welcome to browse and buy. To facilitate mail or phone orders, the Bookstore also publishes four catalogues a year.

The Bookstore had two firsts in 1976. The Massachusetts Register, listing all regulations, hearing notices, and executive orders, is now published weekly. It is available individually or on a subscription basis. And, for the first time, a compilation of all Rules and Regulations currently in effect in Massachusetts is available on microfilm or by yearly subscription.

ORGANIZING FOR EFFECTIVENESS AND EFFICIENCY

Every state agency needs good people and strong management to deliver quality service, and we are no different. In 1975, we made a major push to modernize operations; in 1976 we worked hard to continue this thrust.

We consolidated 16 divisions into 9. And we transferred one division, the Division of Vital Statistics, to the Department of Public Health. This avoids wasteful duplication of efforts, and makes better sense.

We also broadened the responsibilities of two divisions: we converted the old Public Documents Division into the new State Bookstore, and we added a much needed public education and outreach effort to our Tours Division. The division will now work closely with state elementary and secondary schools on curriculum development.

We added a new administrative service to the office: word processing. Word processing is a system that uses magnetic card typewriters and a telephone dictation service to produce type-written materials. This allows the office to produce quality written materials, at less cost and in less time than ever before.

The most important internal change was the introduction of data processing in our Corporations Division. We have begun to convert an outdated, cumbersome manual system into a new computerized record system. It is a long process. And we have not yet finished. But when we do, the public will be able to obtain accurate and reliable corporate records in less time and at less expense. It is not glamorous, but it is the kind of change that is needed.

SOME DISAPPOINTMENTS

1976 was not a totally successful year. We had some frustrations. One major disappointment came in the area of election reform. We filed a bill for mail registration that was defeated. We wanted to change the way people register to vote by simplifying registration. But we were not able to convince others that this made sense. We have filed the bill again this year. With President Carter's public support for mail registration, we are optimistic.

Another disappointment came in the area of budget reform. We began an experiment in "program budgeting". Program budgeting means spelling out what it costs the state to run a program; by linking dollars to actual services offered, rather than detailing cost by appropriation numbers. Although we wrote our own program budget in 1975 and had wanted to work with other state agencies toward the same end in 1976 we were unable to.

The enthusiasm for this kind of budget reform was gone, and we were unable to revive it.

As I move into the second half of my term, I hope to continue programs of outreach and innovation; to make this office a place where the citizens of Massachusetts receive prompt service and trustworthy information; to make this office as accessible and useful as possible.

Paul Guzzi

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FINANCIAL REPORTS
CERTIFICATES OF CONDITION
OFFICERS NAMES

ASSETS		
CURRENT ASSETS:		\$
Cash _____		
Notes and accounts receivable		
Less reserves of \$ _____		
Marketable securities _____		
Inventories _____		
Prepaid expenses _____		
Other current assets _____		

TOTAL CURRENT ASSETS:		

By law every Massachusetts corporation must file its organization papers with the Corporations Division. In addition, each must submit annual reports, certificates of condition, changes in corporate names, officers and directors, as well as other items of public information. Lawyers, accountants, reporters, public interest groups and citizens use this information daily.

There are over 100,000 Massachusetts Corporations registered with the Corporations Division and another 10,000 corporations with headquarters outside this state registered and doing business in the Commonwealth.

In past years, getting information on corporations was tedious and time-consuming.

This year, the division embarked on a large scale project to computerize all corporate records. This new data processing system will provide public access to information quickly and efficiently. It will make it possible for the division to monitor and enforce corporate filings effectively. It represents a major improvement in service to the public.

The division also began stricter enforcement of its legal responsibilities. Working in cooperation with the Attorney General's Office, the division filed suit against many corporations for failure to file annual certificates of condition as required by law. As a result of this joint effort, thousands of dollars in fees were collected for the Commonwealth and valuable information was placed on the public record.

SECURITIES

STOCKS AND BONDS
MUTUAL FUNDS
BROKER - DEALERS

The Securities Division administers and enforces the Massachusetts Uniform Securities Act, a law designed to protect the investing public from fraud.

All broker-dealer and issuer firms selling any type of securities -- stocks, bonds, mutual funds, etc., registered with the division. During 1976, over six hundred firms and the 9,000 agents they employ to sell securities to the public were required to register with the division.

To make this easier and more effective, the division successfully cooperated in a pilot project with the Securities and Exchange Commission

and three other State jurisdictions, and created a single filing place and central data source for Uniform Registration Forms for brokers. A similar pilot pertaining to the registration of agents was also begun. If successful, it will eliminate much of the paperwork of collecting, reviewing, and processing substantial numbers of forms.

During 1976, the division acquired new responsibilities because of a new law passed by the General Court that regulates takeover in the acquisition of corporations. This new law protects shareholders of Massachusetts corporations when out-of-state interests attempt to take control.

Finally, the division had a considerable increase in its enforcement activities. The division examined the activities of 116 broker-dealer offices, issued 28 official orders for violations of the Securities Act, and responded to 54 investor complaints. As of this date, 52 of these complaints have been resolved and two are pending.

Each year the number of public records produced by state, county and municipal governments increases; the Public Records Division is charged with supervising the maintenance of these documents and administering the laws that determine who has access to them.

These responsibilities increased this year because the division now administers the state's Fair Information Practices Act (FIPA) and supervises the Freedom of Information Act (FIA).

If you believe that your right to view state or local government documents is being denied under the FIA, you may now appeal to the Supervisor of Public Records for an administrative hearing. If you believe that you are being denied your right to view personal government records about yourself, you may appeal to a higher agency authority or to the Courts. In a new brochure, the division details in clear, understandable language your rights under the FIA and FIPA; it's an important first step.

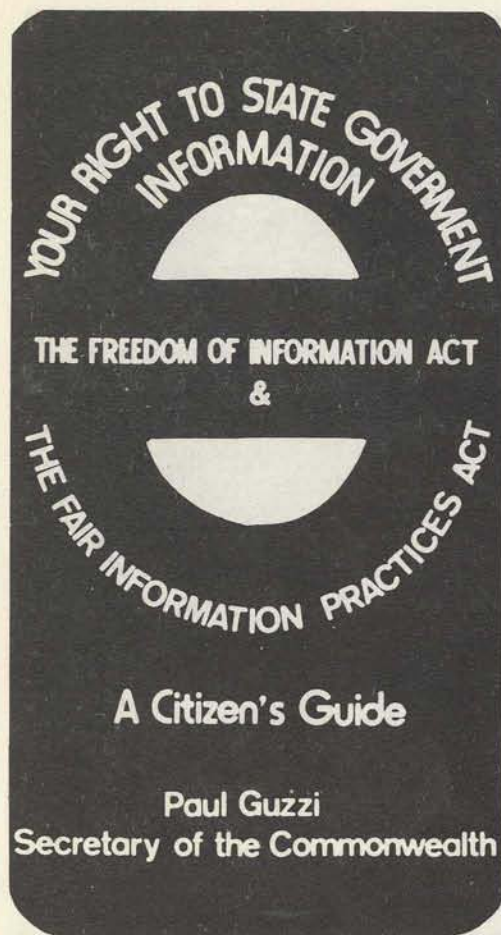
MARKET SCOREBOARD

Volume by exchanges		Market averages				
NYSE		DOW-JONES STOCKS				
Pacific	1,884,900	Open	High	Low	Close	Chg
Amex	921,900	30 Ind	95.76	97.72	92.71	96.88 +16.07
NASD	925,300	30 Trn	221.49	224.25	220.57	223.25 + 1.46
Boston	136,900	15 UN	184.55	185.54	184.01	185.25 + 8.86
Chgo	169,100	65 S&P	318.17	321.85	316.94	321.85 + 2.91
Phila	7,700	Indus				1,747,400
Other	37,400	Trans				477,300
Total	23,575,100	UNW				491,300
		65 S&P				2,716,000
What stocks did		N.Y. STOCK EXCHANGE INDEXES				
Advances	1116	Market				+38 cents
Declines	499	Index				57.11 +8.82
Unchanged	389	Industrial				62.46 +9.79
Total Issues	1908	Transportation				41.96 +0.29
New 1976 High	117	UNW				41.01 +0.12
New 1976 Low		Finance				58.87 +8.54
Most active stocks		STANDARD & POOR'S				
Occident Pet	278,300 3 1/4 + 1/4	400 Industrials	118.30	116.32	118.84	+1.46
Gen Motors	268,000 78 + 1	20 Transport	15.04	14.82	14.98	+ 21
Ray of Ind.	262,100 13 1/4	40 Utilities	53.51	52.78	53.32	+ 20
Chrysler	255,100 28 1/2 + 1/2	40 Financial	12.52	12.32	12.49	+ 12
Exxon	234,300 22 1/4 + 1 1/2	500 Stocks	106.31	104.58	104.96	+1.22
Exxon	227,100 22 1/4 + 1 1/2					
Sony Corp	222,700 9 1/2 - 1/4	Percentage leaders				
Hess Oil	222,800 10 1/4 + 1/4	Name	Last	Chg	Pct	
Peabody Mfg	221,100 17 + 1/4	Calumet P	2 1/4	+ 1/2	Up	23.5
UAL Inc	164,000 27 + 1/4	Mohawk IS	27 1/4	+ 2 1/2	Up	10.1
GPU Co	163,600 18 1/2 + 1/2	Barclay Pks	4 1/4	+ 1/2	Up	10.8
Tenneco Inc	151,900 27 1/2 + 1/2	Amtrak Inc	7 1/4	+ 1/2	Up	9.6
Am Home	146,000 31 1/4 + 1 1/4	NatCityLin	9 1/4	+ 1/2	Up	9.4
Newsday LP	146,300 31 1/4 + 1 1/4	Intoco Oil	12 1/2	+ 1	Up	8.7
Public Serv	136,000 22 - 1/4	CheckFON	3 1/2	- 1/2	Off	9.3
		AmFidelity pf	10 1/2	- 1/2	Off	6.7
		Seawind Air	3 1/2	- 1/2	Off	6.7
		S&P REIT	4 1/4	- 1/2	Off	5.2
		Libby Loan	2 1/4	- 1/2	Off	5.8
		Nat Home	4 1/4	- 1/2	Off	4.9
Odd lot trading						

The New York Stock Exchange reported no odd lot transactions by principal dealers for Friday. The market was closed.

PUBLIC RECORDS

PERSONAL RECORDS
FREEDOM OF INFORMATION
LOBBYISTS
NOTARIES
JUSTICES OF THE PEACE



ARCHIVES

HISTORIC PAPERS
JUDICIAL RECORDS
HORACE MANN PAPERS

As part of an internal reorganization effort, the division now includes the formerly separate Commissions Division. This consolidation allows greater centralization of public records, and leads to a reduction in unnecessary paperwork. The division issued close to 15,000 commissions to Notaries and Justices of the Peace.

The monitoring of lobbyists continues to grow. This year, the division succeeded in closing a loophole in the lobbyist law by means of legislation. The new law eliminates the six week grace period during which lobbyists were formerly not required to disclose expenses.

The Massachusetts Archives are moving! They have long suffered from cramped space and poor facilities. So this year we set out to find a new site. After a long search, and consultation with a variety of groups, a new location was identified at the Columbia Point campus of the University of Massachusetts, next to the proposed John F. Kennedy Library. The Legislature appropriated initial planning monies and the project is on its way.

The Archives are charged with preserving and managing the non-current records of the Commonwealth; this includes everything from historic old papers to legislative and judicial records. New space will make it possible for the Archives to store existing records that are currently rotting elsewhere, to repair them and to make them

available to visitors and scholars alike. This past year the division acquired many valuable papers, some of which were:

- . 12 volumes of the Minutes and records of the Massachusetts Board of Education, 1837-1966, dating back as far as the days when Horace Mann was Secretary - one of the most historically significant education files in the country;

- . 150 cubic feet of Executive Department files from former Governor Sargent's administration, and

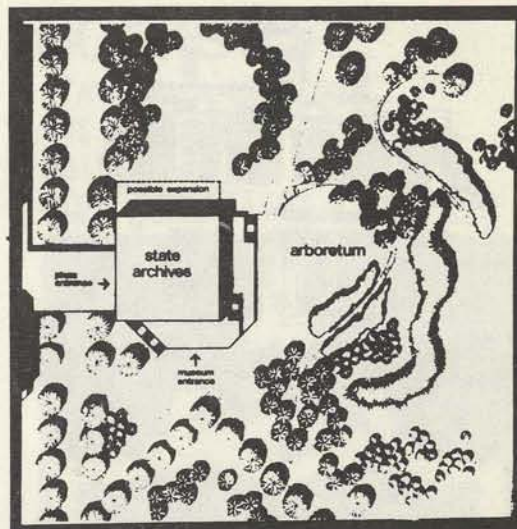
- . Papers of the Massachusetts Art Commission, 1912-1915, and 1946-1974.

The division also started surveys that will lead to a comprehensive records plan. When completed, this will make government record-keeping more efficient and reduce paper work. The division accelerated its systematic inventory of current holdings and in the process, identified a number of magnificent research sources, ranging from 18th century Treasury vouchers to papers of the state's agent in Washington during the civil war.

As the Archives continue to receive and uncover more valuable documents, use of the Archives will increase. In addition to serving scholars, interested citizens, lawyers and lawmakers, the Archives respond to requests for copies of historic documents from other states and other countries.

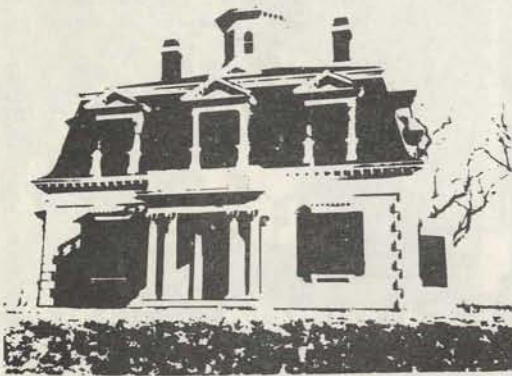
For many people, 1976 was a time to think about the past, to acknowledge and value the history of this nation. This is the work of the Massachusetts Historical Commission everyday. It identifies and preserves historic properties of the Commonwealth and procures federal funds toward this end.

The policy of promoting reuse and rehabilitation of significant properties resulted in more emphasis on historic preservation in many communities throughout the state. As part of this effort the division worked with numerous public agencies and developers to encourage compatible rehabilitation of important Massachusetts properties like the Charlestown Naval Shipyard, the Boston Waterfront, and other less known, but equally important properties.



MASSACHUSETTS HISTORICAL COMMISSION

HISTORIC BUILDINGS AND
PROPERTIES
FEDERAL GRANTS
ARCHEOLOGY
PRESERVATION



1976 was a record funding year. Under the Historic Preservation Grants Program, the National Park Service awarded \$990,000 to the state to preserve and protect historic properties in forty Massachusetts communities. For the fourth consecutive year, Massachusetts received maximum funds.

The division continued to provide information on state and federal laws regarding historic preservation, and published three new manuals: Archeology and Public Planning; Environmental Review Procedures; Historic Preservation; and Preservation Restrictions Guidelines. The division co-sponsored a symposium on design review issues and a conference on archeology, to demonstrate to public officials, preservationists and the general public how to save the irreplaceable cultural resources of the Commonwealth.

With the assistance of the commission, eleven new historical commissions were established in 1976, bringing the total to 265. In addition, thirty inventory methods workshops with historical commissions were conducted; four local historic districts were created; and ninety properties were nominated for listing in the National Register of Historic Places.

VITAL STATISTICS

BIRTH, MARRIAGE AND DEATH
CERTIFICATES

The Commonwealth of Massachusetts
PAUL GUZZI
SECRETARY OF THE COMMONWEALTH
DIVISION OF VITAL STATISTICS
BOSTON

WAS BORN IN _____
I HEREBY CERTIFY THAT THE ABOVE IS A TRUE ABSTRACT FROM THE
RECORDS OF BIRTH IN THIS OFFICE

TESTED _____
Paul Guzzi
Secretary of the Commonwealth

Form R 21 20M 12 74 109304

It is not often that a Constitutional Officer gives up a division with a yearly budget of a quarter of a million dollars and 17 employees. In the interest of saving taxpayer money, the State Secretary's office did just that, and transferred the Division of Vital Statistics to the Executive Branch, under the immediate jurisdiction of the Department of Public Health.

The transfer eliminates costly duplication of efforts. In the past, the State Secretary's Office kept vital statistics on births, marriages and deaths, while the Department of Public Health made statistical analysis of this same data. Now, collection and analysis will take place under one roof.

When faced with potential benefits like these, "losing" a division is really no loss at all.

Last year's disappointment is this year's success. The Bookstore opened in June, 1976, and while we are no rival to Barnes and Noble, we provide a unique service.

The Bookstore is like any self-service store; come and browse, and leave with whatever you can carry. The store serves as a clearinghouse for state publications. We don't carry them all, but as of this writing we have 1200 on our shelves. Thirty per cent of our sales are made across the counter; the other seventy per cent are processed through a mail order catalogue printed four times a year. In 1976 the demand was high and we serviced almost 50,000 requests.

Because of public demand, the Bookstore sells a number of publications on a subscription basis. These include: Advance Sheets to the Acts and Resolves; the Massachusetts Register; Hearing Notices; and the State Building Code. Other "best sellers" include the Massachusetts Electric Code; the State Plumbing Code; the Wetlands Protection Acts and Regulations, and the Consumer Protection Publications of the Attorney General's Office.

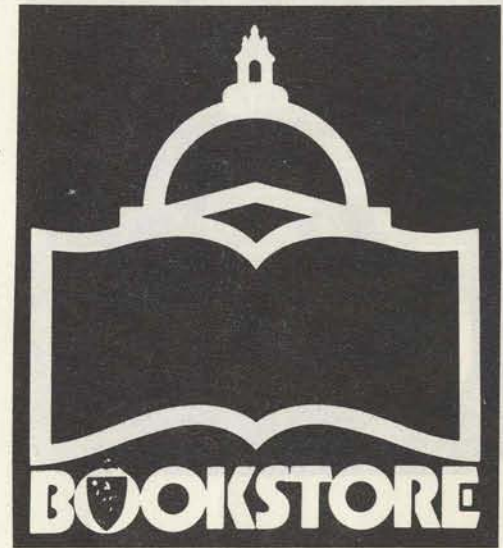
There is still much to be done; we are hoping that legislative changes will permit us to carry and sell more state publications next year and we hope that an aggressive acquisition and distribution policy will allow us to reach more people. But we have made an important start.

"How do I get a marriage license?" "When is my automobile excise tax due?", "Am I eligible for unemployment?" The responses to these and many other questions are answered by Citizen Information Service. The Service responds to all kinds of questions about state government via toll-free telephone lines and a variety of publications.

The goal of CIS is to make state government more accessible and understandable to every citizen, and the public's response has more than surpassed our initial expectations. In 1976, CIS answered over 53,000 calls, doubling its rate over the previous year and averaging more than 200 calls a day. Since CIS opened in May of 1975, it has answered over 66,000 calls.

BOOKSTORE

STATE PUBLICATIONS
MASSACHUSETTS REGISTER
BUILDING CODE
HEARING NOTICES



CITIZEN INFORMATION SERVICE

617-727-7030

1-800-392-6090

ANSWERS TO QUESTIONS ON:
UNEMPLOYMENT
TAXES
HEALTH
AND OTHERS



ELECTIONS

BALLOTS
INITIATIVE PETITIONS
NOMINATION PAPERS
VOTER TURNOUT

Using "typical" and "most often" asked questions as a guide, CIS began to publish a series of brochures. Information about the Automobile Excise Tax was the first. Other brochures in the series include How to Organize a Non-Profit Corporation and How to Obtain a Marriage License in Massachusetts.

During the pre-election period, CIS took on the role of "election central", answering 400-500 election related calls a day. Concurrently, CIS completed its longest and most difficult project to date, the compilation of a Citizen's Guide to State Services - a selective listing of state agencies. The Guide lists state agencies that deal with the public and describes services and provides phone numbers. It is the most comprehensive guide to state agencies currently available to the citizens of Massachusetts, and is on sale at the Bookstore.

If you have any questions about state government, call Citizen Information Service at 727-7030 (Metropolitan Boston Area) or toll-free 1-800-392-6090.

It goes without saying that the Elections Division was busy in 1976. For many months prior to the Presidential Primary on March 2 and after the Presidential Election on November 2, the division was busy receiving nomination papers, preparing ballots, answering questions, compiling results and defining election procedures.

The Presidential Primary was a first--the first time that most of New England voted as a geographical bloc on the same day and expressed its mutual concerns. The people responded and voted in higher numbers than ever before.

In the State Primary, held on September 14, most 1,000 candidates filed nomination papers for public office.

But the most active election was the November 2nd election. Despite projections of nationwide apathy, Massachusetts voters turned out on record numbers. To be exact, over 82% of all eligible voters voted. Throughout the year candidates filed with our office, and groups carry-

ing initiative petitions showed their strength by filing signatures with our office. Never have so many initiative petitions reached the Massachusetts ballot.

In conjunction with these elections, the division developed an outreach effort to provide information for interested citizens, candidates and city and town clerks. To do this the division translated new election laws into everyday language, sponsored information seminars for election officials on new election laws and election procedures, and published a series of informational material. These included:

- a 38-page guide for election officers in paper ballot communities;
- rules for election day operation;
- a guide to election recounts;
- a brochure for sticker and write-in candidates;
- compilations of laws on boards of registrars and on election officers, and a fact book about the Electoral College. It was a busy year!

1976 was a record breaking year for the Tours Division. Visitors flocked to the State House at a rate of 10,000 per month and, on July 4th alone, over 10,000 came up the steps of the State House to celebrate our Grand Tour.

But the State House is more than a tourist attraction. It is also a laboratory of government in action and an excellent educational resource. This year, the division began a student liaison program. It is currently working with students in 60 schools across the state, disseminating information on state government. The division also published and distributed a resource guide for teachers and 25,000 copies of a Children's Guide to the State House (paid for by the Massachusetts Life Insurance Association).

The legislative process tour, another educational tool, has become very popular. This step-by-step view of how a bill becomes a law is now available to individuals and groups on a reservation basis.

ELECTORS OF PRESIDENT AND VICE PRESIDENT.	
To vote for Electors of President and Vice President under any one of the following Party Names or Political Designations, mark a Cross X in the Square at the right of such Party Name or Political Designation.	
Vote for ONE	
ANDERSON and SHACKELFORD ... American	<input type="checkbox"/>
CAMEJO and REID ... Socialist Workers Party	<input type="checkbox"/>
CARTER and MONDALE Democratic	<input type="checkbox"/>
FORD and DOLE Republican	<input type="checkbox"/>
LaROUCHE Jr. and EVANS U. S. Labor	<input type="checkbox"/>
McCARTHY and STOUFFER ... Independent	<input type="checkbox"/>

TOURS

ARCHITECTURAL AND
LEGISLATIVE TOURS
THE CHILDRENS GUIDE
OUTREACH TO SCHOOLS

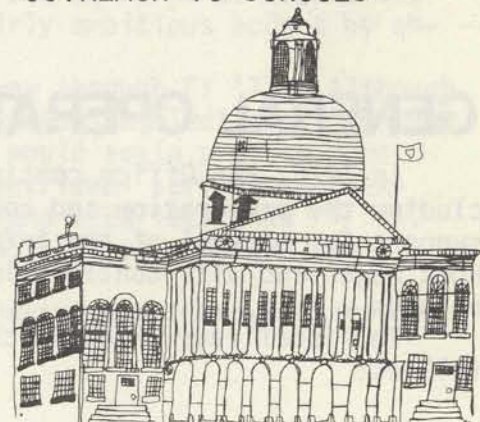


Illustration from the
Children's Guide to the
Massachusetts State House

1976 was also a special year for cultural events at the State House. Events ranged from the Grand Tour on the fourth of July, to Election Art '76, and the year ended with the Sounds of Christmas/Chanukah, which brought holiday cheer to the State House as musical and drama groups entertained at noontime events.

The Tours Division relied primarily on volunteers for staffing. This year over 100 high school students spent their summer vacations at the State House guiding visitors as part of our Jr. Guides program. In addition, the hard work and dedication of the Doric Dames, and other volunteers ensured State House tourists of an informed and pleasant welcome to the Massachusetts State House.

GENERAL OPERATIONS

In 1976, the Office continued the management improvements begun in 1975, including the preparation and control of election projects and costs, and systems support for several of the information services, most notably, the new Bookstore. Work began and will continue into 1977 on automation of office-wide corporate records.

In fiscal year 1976, which ended June 30, 1976, the office performed as follows:

In thousands of dollars

<u>Account</u>	<u>Appropriated</u>	<u>Expended</u>	<u>Revenue</u>	<u>Net Gain (or loss)</u>
0511 - Administration	\$2,054	\$2,019	\$5,057	\$3,038
0517 - Public Printing (c)	366	401	142	(259)
0518 - Printing Journals	5	5	---	(5)
0519 - Decennial Census	1,466	1,494	---	(1,494)
0521 - Elections (c)	1,302	1,210	---	(1,210)
0526 - Mass. Historical Comm.	83	73	93	20
0526 - King's Highway Fund	---	(10)	---	10
Totals	<u>\$5,276</u>	<u>\$5,192</u>	<u>\$5,292</u>	<u>\$ 100</u>
		84		

The budget for FY '76 was prepared from a "zero-based" approach; that is, every activity and cost was examined for its usefulness and appropriateness to stated objectives and was valued at what it should cost rather than what it might have cost in the past. The result was that the Office budget provided for more services and improved revenues at almost 5% less cost than in the previous year.

This plan called for some ingenuity and control to meet its objectives. Accountability at the lowest levels and the permeation throughout the organization of a conscious concern for performance and costs which were begun in 1975, paid off in 1976, and it continues to do so. We met our performance objectives -- in some cases exceeded them -- and we beat our fairly ambitious budget by another 1 and 1/2%.

As this report goes to press we are about half way through FY '77. Although gross expenses are up this year due to the multiple statewide elections, the same zero-based approach produced a budget which, if met, would again produce more revenues. In addition, we improved our information retrieval service, and expanded our education and election capabilities for 2 and 1/2% less than FY '76. We have met and exceeded our major election related objectives, and are operating well within that tightened budget.

For three successive years, this Office has increased and improved services, generated added revenues and spent less.